

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-166

OPEN TO: All Interested Candidates

TITLE: Financial Analyst

GRADE: FSN-11 (Rs. 2,518,042 p.a. to Rs. 4,687,961 P.A.)

LOCATION: ISLAMABAD

OPENING DATE: October 14, 2011

CLOSING DATE: October 27, 2011

AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The incumbent analyzes and advises on the financial aspects of designing, implementing and evaluating USAID projects in Pakistan for the assigned Strategic Objectives (SO) under the supervision of the Chief Financial Analyst. He/she designs and conducts financial and operational analyses of various aspects of the internal operations of USAID/Pakistan and of the grantees or contractors. He/she is responsible for implementing payment verification policy, and help managing the Mission Management Control Review Committee (MCRC), including coordinating and preparing the annual certification of internal controls reviews, assisting the Mission Audit Management Official (AMO) in planning, coordinating and advising on issues relating to the audit plan and other related duties as assigned. The management services shall include financial data analysis during the design and implementation of all program activities. These responsibilities cover managing an allocation of approximately \$160m of funds which consist of this position holder's share from an OYB of more than \$400 million and a pipeline of \$600 million.

QUALIFICATION REQUIRED:

EDUCATION: Completion of university degree in accounting, finance or business administration is required. A master degree or post-university financial studies is highly desirable.

EXPERIENCE: Incumbent should have minimum of five years of progressively responsible experience in professional accounting, auditing or financial analysis. Ideally, one year of this experience should be with an organization with direct experience in working with any international or non-governmental organization.

LANGUAGE: Level IV (fluent) English language proficiency, as well as written and spoken Urdu proficiency, is required. Skill in writing English is particularly important.

KNOWLEDGE: Incumbent must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology is required. A thorough knowledge of laws, regulations and procedures governing financial management must be attained at the full performance level. Must develop an understanding of the organization and operations and be familiar with different programs and operational policies and processes.

ABILITIES & SKILLS: Must be able to analyze financial management systems, identify practices and procedures that require modification, development of recommendations, and present them in writing or orally in a clear, cogent manner. Must be able to make independent judgment on institutional capabilities and the adequacy of accounting systems and controls. Must be able to communicate effectively with non-financial management personnel, collect and present facts and recommendations in a clear, concise manner, both orally and in writing. Excellent computer and writing skills are required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.

6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-115) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 27, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.